
TOWN ADMINISTRATOR'S REPORT

November 4, 2020



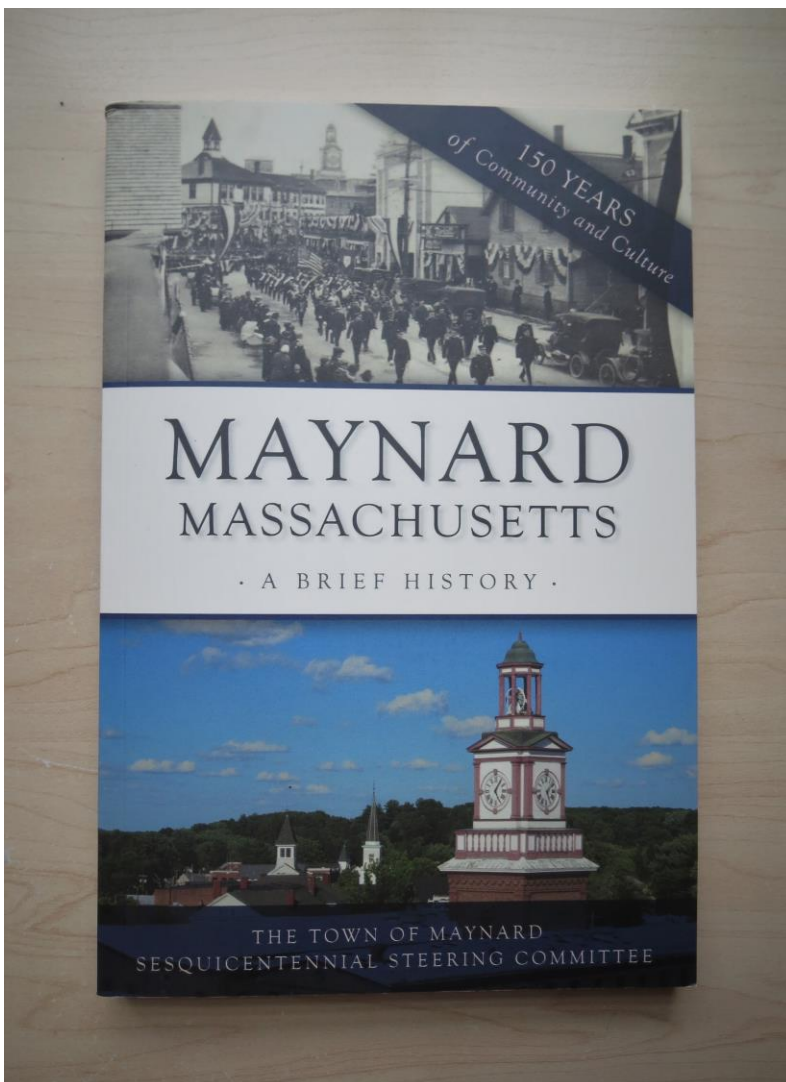
ADMINISTRATION:

- Town Administrator (TA) Greg Johnson, Assistant Town Administrator (ATA) Megan Zammuto, Human Resources (HR) Coordinator Stephanie Duggan, Public Health Agent Kelly Pawluczzonek, and Public Health Nurse Katherine Castle continue to be in nearly constant communication regarding the conditions and communications surrounding the current public health crisis.

Please visit the [town's webpage devoted to COVID-19 information](#):

- TA Greg Johnson and Director of Public Works (DPW) continued collaboration with a working group to develop recommendations for the Board of Selectmen and School Committee in pursuit of a partnership for the installation of a solar array project on school/town property. As of Monday, Nov. 2, the working group intends to inquire on some details of the two-finalists' plans from the Request For Proposals (RFP), and request best and final proposals. As the Chief Procurement Officer for the town, the Town Administrator can produce an award letter for whichever firm the working group chooses. That should allow the firm to move forward with their diligence and business with Eversource and the state. The Notice of Award can mention that the final contract/agreement is contingent upon approval by both the School Committee and Board of Selectmen.
- TA Greg Johnson attended the Finance Committee and Budget Sub-Committee and began briefing those bodies on the development of the FY22 Budget.
- TA Greg Johnson met with the Capital Planning Committee, and provided the "CapCom" the beginning model draft of the FY22 Capital Improvement Plan (CIP) in preparation for their next scheduled meeting on November 5, 2020.
- Town offices will be closed in observance of Veterans Day, November 11, 2020.
- No public meetings are to be scheduled for November 3, 2020 in order to prevent confliction with the State Election.
- TA Greg Johnson and Human Resources Coordinator Stephanie Duggan are currently engaged with both the AFSCME Clerical union and NEPBA Police unions for their FY21-23 collective bargaining agreements.
- TA Greg Johnson and HR Coordinator Stephanie Duggan, along with health insurance consultant NFP, met with the town's employees' representatives of the Insurance Advisory Committee (IAC) to continue education and reporting information, with the intentions of collaborative approach to health and other employee benefits.
- TA Greg Johnson intends to use Personal Time Off for Friday, November 6, 2020.

- The TA Office is seeking qualified candidates for the position of Treasurer/Collector. The TA Office is also working the Library Trustees to develop an advertisement for the next Library Director. A job advertisement will be developed shortly for the position of Town Accountant. More information can be found at [the town's career webpage](#).
- The TA office continues to support the commencement of planning efforts in collaboration with the School Department and the Massachusetts School Building Authority (MSBA) towards the potential renovation, replacement or otherwise of the Green Meadow School.
- The [Maynard 150th Committee](#) wrote a book about the history of Maynard! To commemorate the Town's 150th anniversary in 2021, "Maynard Massachusetts: A Brief History" has just been published, and is available for sale just in time for the holidays. Cost: \$22 (All proceeds go to the Maynard Sesquicentennial Committee in support of the celebration of Maynard's 150th anniversary in 2021). The book will be available for sale at the Maynard Library this Saturday, October 31 from 11am to 1pm; and November 21 from 10am to noon. If you can't make either of those dates, email Lindsayhm@gmail.com to arrange another option. Pay on site by cash, check or in advance on Venmo: (send \$22 to @Maynard150 and include your name and "Maynard 150th book" in the note). Make checks out to "Town of Maynard" and on the memo line put "150th Book". (Sorry, no credit cards yet.) Questions? Email Lindsayhm@gmail.com



TOWN CLERK:

- Below are the daily numbers for early voting and mail-in ballots, as of Friday close of business, October 30, 2020: Maynard was at 57% of registered-voters voting. As of October 23, 2020, there are 8,205 registered voters and 4,670 have voted as of Friday, October 30, 2020.

Precinct	Application Received	Ballots Mailed	Ballots Received	Mailed	In-Person
1	1312	1306	1221	701	520
2	1241	1236	1135	661	474
3	1318	1315	1224	717	507
4	1188	1184	1090	566	524
Grand Total	5059	5041	4670	2645	2025
Date	Total # of Ballots	Mailed	In-Person		
10/7/2020	2	2	0		
10/8/2020	18	18	0		
10/9/2020	54	54	0		
10/13/2020	424	424	0		
10/14/2020	498	498	0		
10/15/2020	13	13	0		
10/16/2020	151	151	0		
10/17/2020	210	1	209		
10/18/2020	312	195	117		
10/19/2020	459	281	178		
10/20/2020	291	94	197		
10/21/2020	299	162	137		
10/22/2020	302	170	132		
10/23/2020	130	65	65		
10/24/2020	205	94	111		
10/25/2020	113	5	108		
10/26/2020	217	99	118		
10/27/2020	283	69	214		
10/28/2020	246	94	152		
10/29/2020	349	155	194		
10/30/2020	94	1	93		
Grand Total	4670	2645	2025		

- Planning is underway to conduct a Special Election for the town's voters to consider a ballot question to fund the construction of a new fire station, as already approved at the Special Town Meeting, Oct. 3, 2020.

The proposed date of the election is Wednesday, December 16, 2020, in order to be within 90 days of the Town Meeting, in accordance with General Law.

PUBLIC WORKS:

- The Mill's historic curfew bell was removed from the Finnish Congregational Church on October 20, 2020. It will be stored by Public Works until a new home can be identified for its display and archiving.



- The Department of Public Works will be commencing its annual fall street sweeping process beginning November 2nd, lasting until completion. Completion is subject to weather conducive to the operation. Impacts as it relates to the operation will be minimal, slowed traffic patterns, and one-way traffic. The Department will be following its pre-determined priority street sweeping list, starting on Great Road and following the list as seen [on the department's webpage](#):
 - Business District/Main Street Area
 - Fletcher St. Area
 - Vose Hill Area to Sudbury Town Line
 - Old Marlboro Rd Area
 - Presidential-neighborhood Area

- Butler, Crane, Douglas Terraces etc.
- Elmwood, Fairfield, Thompson etc.
- Glendale, Prospect Tremont & Concord St Area
- Upper Acton Area, Maple, Brooks Linden
- Lincoln, Brooks, Mayfield, Amory, Randall Areas
- Mockingbird, Dix, Durant, Patti Area
- Howard, Florida, Summerhill
- Pine, Spring, Sudbury

Thank you for your cooperation and understanding.

- The Department of Public Works, through our Water and Sewer Division, will be conducting town wide hydrant main flushing of the water distribution system. This process will be conducted during the departments regular work schedule and in the evening hours. This process will be conducted over the next several weeks, or until weather permits. This process typically causes low water pressure. We thank you for patience as we conduct regular maintenance of your utility.
- The town-contracted “K5 Corporation” will be conducting traffic control work commonly referred to as “Line Painting”. The work will include the re-striping of existing “double yellow centerlines” (DYCLs) and “single white edge lines” (SWELs) on the following roadways throughout Maynard. We request that all residents please refrain from parking on the roads at the locations provided overnight. This will allow the process to be completed in an efficient manner. Due to inclement weather, the Department has postponed the scheduled “Line Painting” for this evening. We will be working with the vendor on rescheduling work to be conducted.

Included roadways:

Great Road (Route 117) – DYCL and SWELs

Parker Street (Route 27) – DYCL and SWELs

Powder Mill Road (Route 62) – DYCL and SWELs

Waltham Street – DYCL and install new SWELs

Summer Street – DYCL and install new SWELs

Nason Street (upper) – DYCL and install new SWELs

Acton Street (lower) and Brown Street – DYCL and SWELs

Acton Street (upper) – DYCL

Concord Street – DYCL and install new SWELs

Florida Road – DYCL and SWELs

Walnut Street – DYCL and install new SWELs

Thompson Street – DYCL and install new SWELs

Main Street (Route 62):

Great Road (Route 117) to Town Hall – DYCL and SWELs

Railroad Street to Nason Street – DYCL

Sudbury Street – DYCL and install new SWELs

Tiger Drive (schools) – DYCL

- The town's trash and recycling contracted collector E.L Harvey will be conducting yard-waste curbside removal starting the week of November 2, 2020 and November 16, 2020. Please have your bags out by 7:00 a.m. on your regular trash day.
- The Department of Public Works will be conducting our last recycle center at the Highway Yard/Garage at 38 Winter Street on Saturday, November 14, 2020. We want to remind residents that this will be our last service for this year, and we will be providing chipping services. Please remember only one resident in each vehicle, stay in your car and the staff will help you.
- We have recently had to respond to several dozen sewer-blockage calls across the community. After completion of our inspections, we have identified that all have been the direct result of "wipes" being flushed into the system. We would like to remind all customers that "disposable" does not mean flushable. Cleaning wipes, baby wipes, and other moist-towelettes that are described as 'flushable' DO NOT dissolve, and they do accumulate in our sewer system causing clogs and back-ups. The Maynard Water and Sewer Division encourages you to minimize the use of disposable wipes and to discard used wipes in the trash rather than flushing them. What may seem as a harmless issue, can, and will result in very costly damages to the utility system. This continued issue will have major cost implications for repairs. More information can be found on the [Maynard Department of Public Works website under the Water and Sewer tab](#). Please be considerate to your fellow service customers. Thank you.
- Starting Tuesday, October 20th and then again on Thursday, October 22nd, the town's contractor "Indus" conducted preventive road maintenance commonly referred to as "Crack Sealing" on the roadways throughout Maynard. The total area for this work was 50,420 square yards (SY).
- The Maynard Department of Public Works' Water Division conducted a scheduled water main repair on Thursday, October 8th which may have impacted surrounding "customers". We thank you for your cooperation.
- On September 28th, 29th, and 30th between the hours of 7am – 5pm, the developer of the 31 Main street mixed use project will be closing Main Street and detouring traffic through Naylor court to conduct a sewer main connection. This connection is scheduled to take place according to the dates and times listed, this is subject to change based on the complexity of the construction process, please plan accordingly.

COUNCIL ON AGING:

- The Council on Aging continues to operate remotely during our normal hours, Monday through Friday, 9:00 to 3:00. Voicemail messages can be left and will be responded to as soon as possible. The Council on Aging phone number is: (978) 897-1009. Amy Loveless, Council on Aging Director, can be reached at: aloveless@townofmaynard.net
- Information and referrals are being provided, including but not limited to, homecare, fuel assistance, SHINE (health insurance) counseling, food resources, public assistance programs and housing issues. Outreach for needs assessment and social support continues and has been expanded to include seniors who may not have utilized the COA's services in the past.
- The Council on Aging is facilitating the fuel assistance application process for new and recertifying residents. Pat Kozik, COA Principal Clerk, attended the Fuel Assistance training via Zoom.
- The Council on Aging continues its Durable Equipment Loan program by having a volunteer deliver and pickup equipment.
- The Council on Aging van is continuing to provide transportation to essential services such as grocery stores, pharmacies, banks, and medical appointments.
- Fitness classes are available via Zoom technology. The COA is also working on options for seniors without internet access to participate in social and wellness activities. The Council on Aging is offering iPads and Chromebooks through a loan program to low income seniors.
- The Council on Aging published a November newsletter which included the Maynard Library's virtual programs as well as internet and telephone programs especially for seniors to engage with other seniors. YouTube video instruction on how to use Zoom was included.
- The Council on Aging Facebook page offers Town updates, how to complete the 2020 Census guidelines to name a few opportunities for important information.
- Amy Loveless, COA Director, and Pat Kozik, COA Principal Clerk, attended the Massachusetts Councils on Aging's week-long annual conference via Zoom.
- Amy Loveless, COA Director, participated in the Maynard Food Relief Committee meeting.
- Amy Loveless, COA Director, attended the ADA Commission meeting.
- Amy Loveless, COA Director, attended Emerson Hospital Auxiliary's "Fall into Wellness: Eating with the Season in Mind." The Auxiliary sponsored a presentation on social isolation and loneliness in the summer.
- Pat Kozik, COA Principal Clerk, received specialized training on "MySeniorCenter".

OFFICE OF MUNICIPAL SERVICES:

Conservation Commission

- A Notice of Intent Application was submitted by Walter Erickson for the Wisteria Lane subdivision off of Parker Street. The hearing for this will open on November 10, 2020.
- A Boy Scout is proposing an Eagle Scout Project for the Assabet River Blue/Green Trail, which will include general trail maintenance and the construction of board-walked areas in the wetter parts of the trail.
- Maynard was once again designated as a TreeCity USA community for 2019. The application for the TreeCity USA 2020 designation will be submitted in the next month, and will include an application for a Growth Award. The Town qualifies for the Growth Award Application because of its recent Tree Survey and Management Plan.

Public Health

- The state's Department of Public Health (DPH) shared the following guidance for [Thanksgiving during COVID-19](#).
- The town's Board of Health (BOH) granted a variance for Federal/Merged Food Code – Regulation 3-502.11 for Great Gold (inside Market Basket) Acidified Sushi Rice. The variance allowed the applicant to add vinegar to the sushi rice to render it a non-time/temperature control for safety.
- Maynard COVID-19 cases are updated weekdays on the [town website](#).
- The Board of Health discussed the status of July order letters issued to several properties on Railroad Street during their meeting on October 27, 2020. All materials have been shared with Town Counsel who is assisting with determining next steps regarding incomplete repairs.
- The Baker-Polito Administration announced a series of targeted measures to disrupt the increasing trend of new COVID-19 cases and hospitalizations. Governor Baker announced these changes at a time where public health data has indicated that cases are rising, with cases up by 278% and hospitalizations up by 145% since Labor Day.

All orders and advisories will be **effective Friday, November 6th at 12:01 AM**.

Stay At Home Advisory

The Administration issued a revised Stay At Home Advisory to ensure residents avoid unnecessary activities that can lead to increased COVID-19 transmission. The revised Stay At Home Advisory instructs residents to stay home between 10 PM and 5 AM. The Advisory allows for activities such as going to work, running critical errands to get groceries and address health needs, and taking a walk. [Click here to read the revised Stay At Home Advisory](#).

Early Closure of Businesses and Activities

Governor Baker issued a [new executive order](#) that requires the early closure of certain businesses and activities each night at 9:30 PM. The 9:30 PM closure requirement is aligned with the Stay At Home Advisory and together the two new initiatives are designed to further limit activities that could lead to COVID-19 transmission. [Click here to access the full text of the new executive order](#).

Effective November 6th, the following businesses and activities must close to the public each day between the hours of 9:30 PM and 5:00 AM:

- Restaurants (in-person dining must cease at 9:30 PM, although takeout and delivery may continue for food and non-alcoholic beverages, but not alcohol)
- Liquor stores and other retail establishments that sell alcohol must cease alcohol sales at 9:30 PM (but may continue to sell other products)
- Adult-use marijuana sales must cease at 9:30 PM (not including medical marijuana)
- Indoor & outdoor events
- Theaters/movie theaters (including drive-in movie theaters), and performance venues (indoor and outdoor)
- Youth and adult amateur sports activities
- Golf facilities
- Recreational boating and boating businesses
- Outdoor recreational experiences
- Casinos and horse tracks/simulcast facilities
- Driving and flight schools
- Zoos, botanical gardens, wildlife reserves, nature centers
- Close contact personal services (such as hair and nail salons)
- Gyms, Fitness Centers and Health Clubs
- Indoor and outdoor pools
- Museums/cultural & historical facilities/guided tours

[Click here to read the new executive order \(including full list of businesses required to close at 9:30 PM\).](#)

Face Covering Order

Governor Baker also signed an [updated order related to face coverings](#). The revised order requires all persons to wear face coverings in all public places, even where they are able to maintain 6 feet of distance from others. The revised order still allows for an exception for residents who cannot wear a face-covering due to a medical or disabling condition, but it allows employers to require employees to provide proof of such a condition. It also allows schools to require that students participating in in-person learning provide proof of such a medical or disabling condition. [Click here to read the revised face coverings order](#).

Gatherings Order

Governor Baker also signed an [updated order restricting gatherings](#). The new gatherings order reduces the gathering size limit for gatherings at private residences: indoor gatherings at private residences are limited to 10 people and outdoor gatherings at private residences are limited to 25 people. The limit on gatherings held in public spaces and at event venues (e.g. wedding venues) remains the same. The new order also requires that all gatherings (regardless of size or location) must end and disperse by 9:30 PM.

The new gatherings order also requires that organizers of gatherings report known positive COVID-19 cases to the local health department in that community and requires organizers to cooperate with contact tracing. The gatherings order authorizes continued enforcement by local health and police departments and specifies that fines for violating the gathering order will be \$500 for each person above the limit at a particular gathering. [Click here to read the revised gatherings order](#)

Planning and Zoning

- At the Planning Board meeting of October 27, 2020, the Planning Board determined a proposal to camouflage code-required plumbing (white) vent pipes on the roof of 42 Summer St. constituted a minor modification to the site plan. The developer will trim exhaust pipes to the minimum required height and paint them a color consistent with the roof.
- The Zoning Board of Appeals (ZBA) continued the Assabet Market Co-op request for a special permit allowing construction of a pre-existing non-conforming structure at 2-6 Powdermill Rd. [former Suburban Glass]. The ZBA did not feel they had sufficient information to make a finding on potential traffic impacts and wants to wait for the Planning Board to conduct a site-plan review. To date, no application has been submitted to the Planning Board. Also to be determined is the status of a proposed retaining wall on the western portion of the property.
- Staff has responded to a complaint of construction debris stored at 31-33 River St. Staff is working with Town Counsel and the owner to attempt to resolve the issue.
- Members of the original working group for the 42 Summer St. Development Agreement met with MacDonald Development and town staff to discuss a potential amendment to the original Development Agreement. Town Counsel is assisting staff in drafting a revision to present to the Board of Selectmen and Planning Board at future meetings.

Housing

- The town's [Emergency Rental Assistance Program](#) is accepting applications.

- Staff is working with the Town of Acton and the Town of Acton to establishing an Emergency Mortgage Rental Assistance program for November and December using CARES Act funds. More information will be provided shortly.
- Staff has applied to the Community Preservation Commission for funding to participate in the Regional Housing Services Office (RHSO) for FY22. Maynard was the 9th and final community to join the RHSO in July, 2020.
- The Town Administrator's Office submitted a letter of request to the state's Department of Housing and Community Development (DHCD) for a one-year "safe-harbor" designation for the town, as a result of the affordable housing units certified at 42 Summer Street. This designation will prevent the town from required-acceptance of affordable housing development.